

**DON'T MISS YOUR ONCE-A-YEAR OPPORTUNITY TO ENROLL OR MAKE
CHANGES TO YOUR HEALTH AND DENTAL COVERAGE**

OPEN ENROLLMENT IS MAY 3 – 19, 2010!

The 2010 Open Enrollment Booklet for *Participating Groups* will be available late April 2010 to view on the Statewide Benefits website at www.ben.omb.delaware.gov/NonPayroll. Complete information including changes to health care plans and prescription benefits effective July 1, 2010 are detailed in the open enrollment booklet. If you do not have access to a computer, please see your organization's Human Resources/Benefits Office.

In addition, please see your organization's Human Resources/Benefits Office to obtain a copy of each of the following:

- **“What’s New” fact sheet** outlines changes to your health care plan and prescription benefits effective July 1, 2010. Detailed information will be available in the 2010 Open Enrollment booklet for Participating Groups and is available online at www.ben.omb.delaware.gov/NonPayroll.
- **HIPAA Privacy Notice** protects your health insurance information. Please retain for reference.

What you need to do:

- **Attend a health fair.**
If you have any questions about the 2010 Open Enrollment process or your benefits, please attend a benefits health fair. Dates and location information are in the Open Enrollment booklet, listed on the back of this flyer and available online at www.ben.omb.delaware.gov/NonPayroll.
- **Review your current health and dental benefits.**
 - If you wish to enroll in new coverage, change plans, add spouse/dependents or terminate coverage, you must complete and return the appropriate applications to your organization's Human Resources/Benefits Office by May 19, 2010.
 - Remember if you do nothing, your current health and dental benefits will automatically remain the same for the upcoming plan year.
 - Health and Dental plan rates effective July 1, 2010 are available from your organization's Human Resources/Benefits Office.
- **Complete a Spousal Coordination of Benefits form.**
 - If you cover your spouse in one of the State of Delaware Group Health Insurance medical plans, you **MUST** complete a new Spousal Coordination of Benefits form each year during Open Enrollment and anytime your spouse's employment or insurance status changes. **Failure to complete this form will result in a reduction of spousal benefits.**
 - Complete the form online at www.ben.omb.delaware.gov/NonPayroll or print out the form and submit the completed form to your organization's Human Resources/Benefits Office no later than May 19, 2010. **RETAIN A COPY FOR YOUR RECORDS whether you are completing the form online or submitting a paper copy.**

**STATEWIDE BENEFITS HEALTH FAIR DATES, TIMES AND LOCATIONS
ARE LOCATED ON THE BACK OF THIS FLYER.**

Mark Your Calendar to Attend a Health Fair!

If you have questions about the 2010 Open Enrollment or your benefits, please attend a benefit health fair scheduled at various site locations in each county. Health Fair dates and location information are listed below:

2010 STATEWIDE BENEFITS HEALTH FAIRS

Date	Time	Location	Address
New Castle County			
Monday, May 3, 2010	10 a.m. – 2p.m.	Carvel State Building 2nd Floor Mezzanine (Elevator is accessible)	820 N. French Street, Wilmington, DE 19801 Directions: http://omb.delaware.gov/admin/locations.shtml
Friday, May 14, 2010	2 p.m. – 6 p.m.	Cranston Heights Fire Company Fire Hall	3306 Kirkwood Highway Wilmington, DE 19808 Directions: www.mapquest.com
Kent County			
Wednesday, May 5, 2010	10 a.m. – 2p.m.	Delaware Technical and Community College, Terry Campus Education & Technology Building- Room 727	100 Campus Drive, Dover, DE 19901 Directions: www.dtcc.edu/terry
Monday, May 10, 2010	2 p.m. – 6 p.m.	The Duncan Center The Outlook Conference Room 5th Floor (Elevator is accessible)	500 W. Loockerman Street Dover, DE 19904 Directions: www.theduncancenter.com
Sussex County			
Friday, May 7, 2010	10 a.m. – 2 p.m.	DHSS Stockley Center All-Star Building	26351 Patriots Way Georgetown, DE 19947 Directions: www.dhss.delaware.gov (click on office locations listed under menu)
Wednesday, May 12, 2010	2 p.m. – 6 p.m.	Bridgeville Vol. Fire Company Station 72 Fire Hall – 2nd Floor (Elevator is accessible)	313-315 Market Street Bridgeville, DE 19933 Directions: www.mapquest.com

QUESTIONS AND MORE INFORMATION:

GO TO www.ben.omb.delaware.gov/NonPayroll OR CONTACT YOUR ORGANIZATION'S HUMAN RESOURCES/BENEFITS OFFICE.